

ENGINEERING TECHNICIAN I

DISTINGUISHING FEATURES

The fundamental reason the Engineering Technician I exists is to perform para-professional engineering work in the Planning and Development Services Department. This classification is not supervisory. Work is performed under immediate supervision by a Development Services Manager. Engineering Technician I is distinguished from Engineering Technician II by the responsibility of the latter for technical illustration and graphic design work.

ESSENTIAL FUNCTIONS

Produces overhead transparencies, exhibit graphics and signage for short term use; assigns and drafts addresses for new construction or address changes; researches history of properties for past uses and zoning.

Organizes and maintains records, files, maps, and plans manually and on computer.

Responds to citizen, developer, and staff requests for information or research.

Coordinates microfilming and storage of active/inactive files.

Assists the public at the counter and over the telephone with engineering records questions.

Performs basic engineering calculations; prepares basic engineering drawings; reads and interprets simple specifications and drawings.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

civil engineering principles, practices, and basic calculations;
basic customer service skills

Ability to:

Operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;
Establish and maintain effective working relationships with co-workers, supervisors, contractors, and the general public;
Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to one year of recent experience in para-professional engineering and basic drafting.

FLSA Status: Non-exempt

HR Ordinance Status: Classified